

REQUEST FOR APPLICATIONS

District of Columbia
Department of Employment Services
INTENSIVE RE-EMPLOYMENT SERVICES FOR ADULTS

The District of Columbia Department of Employment Services (DC DOES) is seeking comprehensive proposals that provide intensive re-employment services for adults to support eligible customers as they seek gainful employment. It is intended that these services will provide participants with the personal and professional preparedness to improve their marketability and increase their probability of obtaining and retaining employment.

The Workforce Investment Act Program is a federal initiative authorized by Title I of the Workforce Investment Act of 1998 (PL 105-220). Eligible applicants proposing the delivery of services above will receive a one-year grant award from the DOES with American Recovery and Reinvestment Act (ARRA) funds all grant activities must be completed within the one year grant period. ARRA funds will be awarded to eligible applicants who meet the grant requirements. Total funds available through this DOES grant will not exceed a total of \$500,000.

The Request for Application (RFA) for the District of Columbia Department of Employment Services, Intensive Re-employment Services for Adults Grant, is available on the DOES web site under Workforce Development in the District Grants Clearinghouse.

RFA Release Date: Friday, May 7, 2010

Application Submission Deadline: Monday, June 7, 2010 by 3:00 p.m.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

SECTION I: GENERAL INFORMATION

<p>Purpose of Grant Funds</p>	<p>The District has been heavily impacted by the recession with unemployment exceeding the national average. Many residents have particular challenges in finding employment due to barriers that prevent them from obtaining and retaining a job. These residents may require concentrated attention in areas that will enhance their self confidence, employability prospects or readiness for occupational skills training.</p> <p>DC DOES seeks multiple applicants to provide intensive re-employment services to Adults residing in the District of Columbia. The Department of Employment Services is seeking comprehensive proposals that provide services to support eligible customers as they seek gainful employment. It is intended that these services will provide participants with the personal and professional preparedness to improve their marketability and increase their probability of obtaining and retaining employment.</p>
<p>Eligible Applicants</p>	<p>Non-profit, for-profit or faith-based organizations of demonstrated effectiveness are eligible to apply for this grant. Organizations proposing services must have been in business at least 3 years providing the same services for which they are proposing. Organizations must be capable of providing either or both class-size training or intensive staff-assisted individual services for the target population. Applicants must demonstrate effectiveness in delivering the following intensive re-employment services:</p> <ul style="list-style-type: none"> • Work Readiness Skills; • Life Skills, • Job Search Skills and Job Placement Assistance; and • Mentoring and Follow-up; <p>DC DOES reserves the right to purchase all services offered in an applicant’s proposal or purchase individual stand-alone services.</p> <p>In the interest of leveraging existing resources DC DOES strongly encourages the establishment of collaborative approaches.</p>

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<p>Eligible Participants</p>	<p>Eligible participants who may receive services under this grant must be residents of the District of Columbia, age 18 and above. Most of these residents have been heavily impacted by the recession and have particular difficulties in obtaining or regaining employment. Emphasis is placed on serving low-income, displaced and under-skilled adults. This population will include but not be limited to:</p> <ul style="list-style-type: none"> • Unemployed adults, • Underemployed adults, and • Dislocated workers
<p>Special Populations</p>	<p>Consideration will be given to proposals that serve:</p> <ul style="list-style-type: none"> • Individuals residing in areas of the District with high unemployment or with other barriers to employment including residents in: Focused Improvement Areas, New Communities, Neighborhood Investment Fund Areas or other underserved communities. . • Single female heads of households and/or parents of children receiving Temporary Assistance to Needy Families (TANF) who do not have a GED, high school diploma or basic skills; • Low income working or non-working youth and adults with incomes of less than 300 percent of the federal poverty level who do not have a GED or high school diploma; • Immigrants and other residents whose primary language is not English; • Ex-offenders • Senior citizens; • Homeless persons; and • Individuals with learning disabilities or special needs.
<p>Location of Services</p>	<p>Eligible applicants must be District-based and provide services in the District of Columbia, except as necessary in conducting follow-up and mentoring activities.</p>

<p>Scope of Services</p>	<p>Applicants/partners will be funded that propose innovative services in the following areas. Applicants/partners can propose discrete or integrated services.</p> <p><u>Work Readiness Skills</u></p> <p>The applicant shall develop and implement training that will improve the participant's chances of obtaining and retaining employment or increase the probability that a participant will successfully complete occupational skills training. Job readiness skills training will include but not be limited to:</p> <ul style="list-style-type: none"> • Positive job attitudes and work skills • Openness to working with individuals from diverse racial and ethnic backgrounds; • Business etiquette skills / professional conduct • Dressing for success and other personal maintenance skills • Employer expectations (rules, regulations, performance) • Time management • Cooperation and teamwork • Assertiveness versus aggression • Conflict resolution • Literacy activities related to basic work readiness <p><u>Life Skills</u></p> <p>The applicant shall develop and implement training that demonstrates how negative behaviors and attitudes impact the ability to develop stable relationships and obtain and retain employment. The applicant shall provide the participant with information and skills needed to improve their life situation or make a lifestyle change for the better. Such training shall enhance the participant's ability to make better decisions that lead to positive outcomes in their personal and professional life. Life skills training may include but not be limited to:</p> <ul style="list-style-type: none"> • Positive attitudinal development; • Self esteem building; • Maintaining healthy lifestyles, including HIV prevention and being alcohol and drug free; • Maintaining positive relationships with responsible adults and peers, and contributing to the well being of one's community, including voting; • Maintaining a commitment to learning and academic success; • Anger management, stress management • Coping with loss and trauma • Avoiding delinquency; • Postponed and responsible parenting;
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- Financial and debt management
- Problem solving and critical thinking
- Accessing resources from community and faith-based organizations and government agencies (transportation assistance, child care, housing, etc.)

Job Search Skills and Job Placement Assistance

The applicant shall coach participants on strategies and techniques that will increase their prospects for finding jobs and gaining offers for employment. The applicant shall assist participants with conducting career explorations and identifying an appropriate career path. Contractors will be expected to provide direct assistance to participants in all aspects of job search, such as:

- How to conduct an effective job search
- Networking and other sources for finding jobs
- Resumes and applications
- Letters
- Preparing for the interview
- After the interview
- Accepting the offer
- Dealing with rejection
- Reassessment

The applicant shall ensure that each participant completes a portfolio containing a market-ready resume, introductory letter, thank you/post interview letter, completed and error-free application, and responses to ranking factors.

The applicant shall refer participants to jobs and hold employer workshops and job fairs designed to have employers participate and share job openings within their respective organizations.

Mentoring and Follow-up

The applicant shall establish a formal mentoring program to provide guidance and support to job seekers and newly-employed. Applicant will be expected to mentor some job seekers and newly-employed who may be ex-offenders or experience other significant barriers, and clients who may have special needs.

The applicant shall assist job seekers with their employment goals and managing and resolving obstacles presented to gainful employment and employment retention. Applicant shall monitor each client's progress toward goal attainment, advise client on available options as necessary and provide encouragement.

The applicant shall provide advice, support and encouragement to the newly employed to facilitate their transition to employment, and increase their prospects

for retention and continued successes.

The applicant may mentor clients in small groups, on a one-on-one basis or a combination of the two methods. However, the needs of the client shall dictate the best approach. Each client shall be mentored for not less than 8 hours per month for a duration dictated by their assessment.

The applicant shall provide follow-up services for clients who have been mentored. Follow-up services will assist job seekers with remaining positive and focused on finding employment. Follow-up services for the newly-hired will reinforce and emphasize compliance with work-place protocols necessary to maintain employment. The applicant shall meet with the client at least monthly, but shall meet more often as problems arise or at the client's request. Follow-up services for the newly employed may be required on evenings or weekends to accommodate a participant's work schedule. Applicants shall also be available to clients by telephone during regular business hours.

Definitions

Case Management - The term "case management" means the provision of a client-centered approach in the delivery of services, designed to:

- (a) prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- (b) provide job and career counseling during program participation and after job placement.

Enrollment – The term “enrollment” means that the participant has met all the criteria for eligibility and is currently attending and engaged in program activities as specified in the contract.

Participant - The term "participant" means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility on which the individual began receiving services.

Recruitment - The term “recruitment” means the process of attracting individuals, informing individuals of training opportunities and services and getting them enrolled.

Referral – an individual recommended or recruited for something

Stand Alone Activity – The term “stand alone activity” means and activity

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	that can be offered in and of it-self. It does not require a concurrent or sequential activity.
Administrative Costs	Consistent with the Workforce Investment Act administrative costs are limited to no more than 10% of allocated funds.

Grant Award Notification	<p>Sub-grantees will receive one Grant Award Notification (GAN) for the Grant Period June 30, 2010 to June 30, 2011 from the DC DOES:</p> <ul style="list-style-type: none"> • A Federal GAN for the period of June 30, 2010 to June 30, 2011 <p>Federal Grant funds must be maintained in a separate account. Co-mingling of funds is not permitted. Adherence to fiscal requirements will be monitored by the DC DOES throughout the grant period.</p>
Cost Reimbursement Process	<p>The District will make payments to the sub-grantee upon submission of proper invoices at the prices stipulated for services performed and accepted. DC DOES reserves the right to reject any or all services which, in its sole judgment, do not adequately represent the intended level of completion or standard of performance.</p> <p>Invoices must be submitted monthly for the preceding month by not later than the 5th business day. Each invoice must be submitted in triplicate with original signatures and include copies of supporting documentation to substantiate costs.</p> <p>Invoices must be submitted to the following address: Workforce Grants Manager DC Department of Employment Services 609 H Street , N.E., Suite 440 Washington, D.C. 20002</p>

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<p>Source of Funding</p>	<p>The DC Department of Employment Services (DC DOES) will award a grant to sub-grantees with funds from the American Recovery and Reinvestment Fund Act (ARRA). Sub-grantees will receive a separate Grant Award Notification (GAN) from DC DOES and must adhere to ARRA fiscal and accountability requirements. The amount of the grant award will be based on the services to be provided as defined in the scope of services. The anticipated total amount of funding under this RFA will be \$500,000. DC DOES intends to fund at minimum one grantee with this opportunity; there may be multiple grants awarded at different levels of funding. <i>Each applicant must demonstrate that it will leverage funding awarded through this RFA with other funding from private, nonprofit, and/or government sources.</i></p>
<p>Grant Award Period</p>	<p>The grant award period for DC DOES ARRA funding is one year from the date of award notification. All services must be rendered by June 30, 2011.</p>
<p>Application Due Date</p>	<p>Eligible applicants must submit one (1) original and three (3) copies of their application by <u>3:00 pm on Monday, June 7, 2010.</u></p> <p style="text-align: center;">DOES, Office of Administrative Services Attention: Reemployment Services Grant 609 H Street, N.E. 1st Floor Washington, D.C. 20002</p> <p><i>*Please note that a photo identification and check-in are required to enter the building. Mailed/couriered applications must be received by the deadline. Late applications will not be accepted.</i></p>

SECTION II: PROGRAM REQUIREMENTS

Responsibilities of the Applicant

Applicants funded under this grant must:

- Provide the fiscal, human and material resources necessary to manage and staff the program.
- Adhere to all DOES program requirements and be monitored for compliance to the following:

Financial Management	<i>The program must have management policies, procedures, and systems in place to effectively manage grant funds, ensuring that all expenditures are allowable, allocable, reasonable and substantiated with source documentation. Program must comply with applicable federal cost principles.</i>
Service Models and Methods	<i>The program aligns assessment and Individual Employment Plans to address and accommodate diverse needs of participants.</i>
Administrative Management and Leadership	<i>The organization has effective management/leadership that develops and maintains appropriate structures, procedures, trainings and policies to ensure high quality service delivery as well as organizational sustainability.</i>
Data Management	<i>The program has the capacity to use DOES – Virtual One-Stop system to collect and report accurate and reliable program and outcome data.</i>

Also, applicants must provide a statement of capability that details their experience and background in providing proposed services; include a list of references and type of services provided. Applicants must also show evidence of financial solvency.

Successful applicants shall recruit potential participants for services. DC DOES also reserves the right to refer potential participants to the contractor. DC DOES and the Contractor will have shared responsibility for outreach and recruitment of eligible participants.

Eligibility determination, registration and enrollment are the sole responsibility of DC DOES through the One-Stop system.

Preference will be given to applications, in the rating criteria, that demonstrate the ability to provide quality, cost effective services to support participants in their pursuit of gainful employment, increased wages, and long term job retention.

Reporting Requirements

Sub-grantee will be required to submit monthly activity reports in a format to be determined by DC DOES. Sub-grantees will be required to establish case files for eligible participants referred. A participant’s case file must contain:

- an Individual Employment Plan completed by the sub-grantee,
- work products, progress notes and other case notes that adequately document the participant’s

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- status i.e. successes and obstacles, and
- referrals to other support services.

Case notes must reflect ongoing contact with the participant and at least every thirty (30) days.

Sub-grantee will be required to administer and submit a customer satisfaction survey to each participant completing services.

For participants receiving Job Search Skills and Job Placement Assistance, sub-grantee must ensure that each participant builds a portfolio containing, at minimum:

- a market-ready resume,
- introductory letter,
- thank you/post interview letter, and
- a completed error-free application and sample responses to application ranking factors.

Expected Results/Benefits of Service

Participants receiving services should be better equipped to recognize negative behaviors arising from long-term unemployment / underemployment and should be assisted with developing coping skills and rational approaches to addressing problems and other issues that may be detrimental to obtaining and retaining a job.

Dislocated workers, underemployed workers and unemployed residents will gain knowledge, information and resources needed to conduct successful job searches and to present themselves as favorable prospects to employers. Newly hired residents will remain on the job, providing for themselves and their family, as a result of mentoring and intensive case management services provided by the sub-grantee.

Program Monitoring, Evaluation and Continuous Improvement

DC DOES will conduct on-site monitoring to ensure that the sub-grantee is in compliance with the resultant agreement as well as applicable federal and local rules and regulations; and, provide technical assistance in compliance areas.

DC DOES will review the Sub-grantee's invoice and make payment recommendation based on applicable cost principles and substantiating documentation.

SECTION III: REVIEW AND SCORING APPLICATIONS

Review Panel
<p>The review panel will be composed of neutral, qualified, and professional individuals selected for their experience in the fields of program management. The review panel will review and score each proposal using the Proposal Evaluation Rubric.</p>
<p>Final scores will be added and averaged. In the event that two or more applications receive the same final score, the applications will be ranked according to the final averaged scores received on the following section(s) in the following order: 1) Program Design; 2) Organizational Capability and Relevant Experience; 3) Partnerships; and 4) Sound Fiscal Management, Program Budget and Budget Narrative, Indirect Costs.</p>
<p>Upon completion of the review process, the panel shall make recommendations for awards to the DC DOES which shall make the final funding determinations.</p>
Site Visit
<p>The DC DOES retains the right to conduct site visits of new sub-grantees prior to issuing the Grant Award Notification (GAN) to ensure that the facilities are conducive to the provision of services to eligible participants.</p>

Sample Proposal Evaluation Rubric

Scoring Criteria					
Maximum Number of Points - 100					
Criteria	Very Good	Good	Fair	Poor	N/A
Point Value for Each Checkbox	5	4	3	2	0
1. Program Content and Quality - 50 points					
A. The applicant has demonstrated a clear and rational approach on how the proposed services will be delivered to participants i.e. in a classroom setting and/or through individual counseling and clearly explains how any partnerships and collaborations are utilized.					
B. The applicant has established service objectives, expected participant outcomes and how they will be measured, monitored and documented.					
C. The applicant demonstrates an understanding of the population to be served and indicates in the proposal methodologies for retaining and engaging participants through completion of services.					
D. The applicant has provided a detailed plan for outreach and recruitment of eligible participants.					
E. The applicant has an intake, assessment and goal process in place capable of addressing each participant's specific needs.					
F. The applicant has demonstrated an understanding of available resources in the community and has clearly described how participants will be referred for additional services or for services the applicant is unable to provide.					
G. Services are provided at times and locations that are convenient and easily accessible for the targeted populations and the applicant has explained how it will sufficiently serve the proposed number of participants.					
H. The proposal includes and sufficiently addresses some of the elements specified under the category or categories (Work Readiness, and Life Skills, Job Search and Job Placement Assistance, Mentoring and Follow-up) for which they are applying.					
I. The proposed service design is of sufficient intensity and duration to assist participants to improve their marketability and increase their probability of obtaining and retaining					

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employment.					
J. The applicant has described how partnerships and collaborative approaches will leverage resources and provide quality and cost effective services.					

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2. Financial Management and Budget – 15 points					
A. The applicant provides evidence of sound fiscal management and financial stability evidenced by a complete and favorable audit for 2008 and 2009. If audits are not available a statement explaining why this is the case is included.					
B. The program budget is well developed and includes a budget narrative that is complete and describes the expected expenditure of funds including all activities listed in the program design.					
C. The organization provides evidence that it is current on payment of all federal and District taxes, including unemployment Insurance taxes and Worker’s Compensation premiums. If there are delinquent tax payments a statement explaining why this is the case is included.					
3. Administrative Capability– 20 points					
A. The applicant’s statement of capability sufficiently details their experience and background in providing the proposed services.					
B. The applicant has been providing the same services that they are proposing for at least 3 years.					
C. The applicant includes a list of relevant references and adequately describes the type of services they provided.					
D. The applicant provides evidence that it is has the capacity to report participant outcomes and to monitor its performance.					
4. Project Personnel – 15 points					
A. The organization has identified highly qualified staff providing direct services to participants and has adequately summarized position, duties and responsibilities, credentials, qualifications and experience for each, including their length of tenure with the applicant.					
B. The organization has identified other qualified key staff assigned to the project and summarizes their position, duties and responsibilities relative to the project, qualifications and length of tenure with the applicant.					
C. Staff resumes are included in the Appendix and provide evidence of experience and qualifications in performing the work described in the proposal.					

SECTION IV: APPLICATION FORMAT AND SUBMISSION

Application Format

Applicants are required to follow the format below and each proposal must contain the following information. All applications must be double-spaced, single-sided, 1 inch margins, 12 point maximum font.

- Application Cover Page (see Attachment A)
- Table of Contents - 1 page
- Program Narrative - 10 pages
In the program narrative, applicants must provide a full and complete description of the services they are proposing. Narrative must also address:
 - What services are proposed and how services will be delivered.
 - Location and hours for proposed services,
 - Orientation plan for participants,
 - Service objectives, expected outcomes and how they will be measured and documented,
 - Proposed staffing plan for the project and ratio of staff providing direct services to participants,
 - Participant time and attendance documentation and retention methodologies for individuals with barriers to employment,
 - Submit a syllabus and schedule of planned activities (does not count as part of the 10 pages)
- Organizational Capability and Relevant Experience - 1 page - Applicants must provide a statement of capability that details their experience and background in providing proposed services; include a list of references and type of services provided.
- Partnerships – Partner Agency Form (see Attachment B)
If applying as a partnership, a Partner Agency Form (Attachment B) must be completed for each partner agency. A signed Memorandum of Agreement or Partnership Agreement for each partner agency must be attached to each Partner Agency Form.
- Program Budget (see Attachment C)
- Budget Narrative (see Attachment D) - The Program Budget (Attachment C) and the Budget Narrative (Attachment D) should be complete and describe the projected

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expenditure of funds including all activities listed in the Program Narrative. The expenditures identified in the Program Budget must clearly reflect the expenditures described in the Budget Narrative. The Program Budget and Budget Narrative must also reflect an Administrative Cost (Indirect Cost) **not to exceed 10% for grant funds.**

- Certifications and Assurances (see Attachments E and F)
- Required Appendices (not included in the page count total)

<input checked="" type="checkbox"/> Check	Items
	Staff resumes
	Summary with descriptions of staff positions
	List of Board of Directors
	501(c)3 status letter (if applicable)
	2009 annual financial audit or the 2008 financial audit accompanied by a statement concerning the status of the 2009 audit; or, if audits for both 2008 and 2009 are not available, a statement explaining why this is the case
	2010 organizational budget (revenues by source of revenue and expenditures by program and/or type of expense)
	Organizational financial statements as of December 2009 or later, including an expenditure/revenue statement (also known as “profit and loss statement”) and balance sheet

Appendices **may** also include Letters of Support or Collaboration, Licenses, Certificates, and Accreditation documents. Appendices **may not** include additional information on the proposed project such as brochures, annual reports, flow charts, diagrams or other information that should be included as part of the program design section; any such information included will be disregarded in scoring.

SECTION V: GRANT AWARD AND FUNDS

Notification of Grant Award
Each applicant will receive a scanned letter via email stating whether it has been selected as a sub-grantee. Selected applicants will receive one Grant Award Notification (GAN): a GAN for federal grant funds that identify the performance requirements for the grant.
Receipt of Grant Funds
Grant funds will be provided to sub-grantees through the DC DOES Cost Reimbursement Process. Sub-grantees will receive payments for services after they substantiate that the cost is allowable and relevant for submitted program expenditures.
Requests for cost reimbursement <u>may not</u> be submitted until after a Purchase Order has been established. Sub-grantees must allow 30 – 60 days after notification of the grant award for a receipt of a Purchase Order in order to begin submission of cost reimbursement requests for payment.
All invoices must be submitted by the close of business on the 5 th working day of each month, which shall include all actual costs incurred during the proceeding month. Each invoice must be submitted in triplicate with original signatures and include copies of supporting documentation. It is mandatory that the Sub-grantee submit all supporting documentation for which reimbursement is requested.
Invoices submitted for reimbursement, should be addressed and delivered to the Workforce Grants Manager, DC Department of Employment Services, 609 H Street, N.E., Suite 440, Washington, D.C. 20002.
Supporting documentation must be submitted with each monthly invoice. Documentation should be placed in sequential order according to the breakout of line items within each cost category.
The following documentation is required:
<ol style="list-style-type: none">(1) Copies of invoices, bills and receipts received from vendors and also copies of checks issued to pay the invoices.(2) When a cost is allocable, documentation should reflect that allocation between the appropriate contracts or funding sources.(3) Copies of time and attendance sheets signed by the employee and an authorized supervisor.(4) A Documentation Summary Sheet
Insurance
The applicant, when requested, must be able to show proof of insurance coverage required by

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law. The grantee and all sub-grantees that receive awards under this RFA must be able to show proof of insurance prior to receiving grant funds.

Audit

At any time or times before final payment and three (3) years after, the District or Federal government may have the grantee's and/or all sub-grantee's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI, of the Civil Rights Act of 1964, (P.L. 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program or activity receiving funds awarded under this grant. The applicant must also comply fully with the DC Human Rights Act.

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ATTACHMENT A

APPLICATION COVER PAGE

Name of Applicant Agency:	
Contact Person:	
Title:	
Address:	
Telephone:	Fax:
E-Mail:	Website:
Is your agency licensed by the DC Education Licensure Commission? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Names of Partner Agency(ies):	
Total Amount of Grant Funds Requested:	\$
<p><i>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Certifications, Assurances, and that the requested budget amounts are necessary for the implementation of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the DC Department of Employment Services or renegotiated to acceptance, will form a binding agreement.</i></p>	
Typed Name of Executive Officer:	
Signature of Executive Officer:	Date

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ATTACHMENT B

PARTNER AGENCY FORM

Complete this page for each partner
and attach a Memorandum of Agreement or Partnership Agreement for each partner.
Duplicate this page as needed.

Partner Agency Name:																
Contact Person:																
Title:																
Address:																
Telephone:	Fax:															
E-Mail:	Website:															
Is this agency licensed by the DC Education Licensure Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No															
New Partnership:	<input type="checkbox"/> Yes <input type="checkbox"/> No															
Existing Partnership:	<input type="checkbox"/> Yes <input type="checkbox"/> No															
Number of Years of Partnership:																
Explanation for selection of Partner Agency:																
Check and describe the applicable services to be provided by the Partner Agency.																
<input checked="" type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Scope of Services</th> <th style="width: 50%;">Description of Service(s)</th> </tr> </thead> <tbody> <tr> <td></td> <td>Work Readiness Skills</td> <td></td> </tr> <tr> <td></td> <td>Life Skills</td> <td></td> </tr> <tr> <td></td> <td>Job Search and Job Placement Assistance</td> <td></td> </tr> <tr> <td></td> <td>Mentoring and Follow-up</td> <td></td> </tr> </tbody> </table>		Scope of Services	Description of Service(s)		Work Readiness Skills			Life Skills			Job Search and Job Placement Assistance			Mentoring and Follow-up	
	Scope of Services	Description of Service(s)														
	Work Readiness Skills															
	Life Skills															
	Job Search and Job Placement Assistance															
	Mentoring and Follow-up															
Brief description of the Organizational Capability and Relevant Experience of Partner Agency:																
Fiscal Requirements, if applicable:																
<p><i>I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the entity named above has authorized me as its representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, and that the requested budget amounts are necessary for the implementation of this project.</i></p>																

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Typed Name of Executive Officer:	
Signature of Executive Officer:	Date:

ATTACHMENT C

PROGRAM COMPONENT BUDGET

<u>COST CATEGORY</u>	<u>AMOUNT</u>
1. ADMINISTRATION	\$ _____
2. TRAINING	\$ _____
TOTAL AMOUNT	\$ _____

I, _____, as the authorized representative for the Sub-grantee, do hereby agree with the information and format contained with this **PROGRAM COMPONENT BUDGET** package. Further, I do hereby agree to invoice the Department of Employment Services on the basis prescribed in any resultant sub-grant, for only those costs incurred, which are deemed allowable by the District.

Signature

Date

SPECIAL NOTE:

To constitute adequate cost and pricing data the enclosed budget summary sheets must be accompanied by a budget narrative delineating the cost for each line item, e.g., quantity, unit cost, description and justification.

Please round cents to the nearest dollar.

ATTACHMENT C

ADMINISTRATION
Supportive Budget Summary

A.	<u>Direct Cost</u>	\$ _____
	1. Staff Salaries.....	\$ _____
	2. Fringe.....	\$ _____
	a. FICA 7.65%	
	1) SSI 6.20% x \$ _____ =	\$ _____
	2) Medicare 1.45% x \$ _____ =	\$ _____
	b. Workers Comp. ____% x \$ _____ =	\$ _____
	c. U.I. ____% x \$ _____ =	\$ _____
	d. Health Ins. ____% x \$ _____ =	\$ _____
	e. Retirement ____% x \$ _____ =	\$ _____
	f. Other (specify) ____% x \$ _____ =	\$ _____
	3. Travel.....	\$ _____
	4. Rent.....	\$ _____
	5. Utilities.....	\$ _____
	6. Equipment.....	\$ _____
	7. Communications.....	\$ _____
	8. Supplies.....	\$ _____
	9. Reproduction.....	\$ _____
	10. Custodial Security.....	\$ _____
	11. Tuition/OJT Reimbursement.....	\$ _____
	12. Other (specify).....	\$ _____
	a.	
	b.	
	c.	
B.	<u>Indirect Cost</u>	\$ _____
C.	<u>Total (Direct and Indirect Cost)</u>	\$ _____

ATTACHMENT C

TRAINING
Supportive Budget Summary

A.	<u>Direct Cost</u>	\$ _____
	1. Staff Salaries.....	\$ _____
	2. Fringe.....	\$ _____
	a. FICA <u>7.65%</u>	
	1) SSI <u>6.20%</u> x \$ _____ =	\$ _____
	2) Medicare <u>1.45%</u> x \$ _____ =	\$ _____
	b. Workers Comp. ____% x \$ _____ =	\$ _____
	c. U.I. ____% x \$ _____ =	\$ _____
	d. Health Ins. ____% x \$ _____ =	\$ _____
	e. Retirement ____% x \$ _____ =	\$ _____
	f. Other (specify) ____% x \$ _____ =	\$ _____
	3. Travel.....	\$ _____
	4. Rent.....	\$ _____
	5. Utilities.....	\$ _____
	6. Equipment.....	\$ _____
	7. Communications.....	\$ _____
	8. Supplies.....	\$ _____
	9. Reproduction.....	\$ _____
	10. Custodial Security.....	\$ _____
	11. Tuition/OJT Reimbursement.....	\$ _____
	12. Other (specify).....	\$ _____
	a.	
	b.	
	c.	
B.	<u>Indirect Cost</u>	\$ _____
C.	<u>Total (Direct and Indirect Cost)</u>	\$ _____

ATTACHMENT D

BUDGET NARRATIVE

A Budget Narrative must accompany the Budget Form and include an explanation for each of the budget line items. For each line item, include a brief explanation of how the budget amount was derived. Information should be thorough enough to provide the review panel with an understanding of how the requested budget amounts were determined.

ATTACHMENT E



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub-- recipients shall certify and disclose accordingly.

2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th St., NW, Suite 400S, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e) and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**Office of Research and Analysis, 441 4th St., NW, 400 South,
Washington, DC 20001.**

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

**District of Columbia Department of Employment Services (DC DOES)
Intensive Re-employment Services for Adults
Request for Application – Program Year 2010**

<hr/>	
2. Application Number and/or Project Name	3. Grantee IRS/Vendor Number
<hr/>	
4. Typed Name and Title of Authorized Representative	
<hr/>	
5. Signature	6. Date

ASSURANCES

Misconduct Certification

The applicant hereby assures and certifies compliance with the following that no officers, partners, principals, members, associates or key employees, within the last ten (10) years prior to the date of the application, has:

been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or

been the subject of legal proceedings arising directly from the provision of services by the

organization. If the response is in the affirmative, the applicant shall fully describe any

such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Assurances

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.

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2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).

4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

10. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion,

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national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

12. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

The District of Columbia

This document was acknowledged before me on _____ [Date] by
_____ [name of principal].

[Notary Seal]

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: _____

Acknowledgement of Authorized Representative

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

Typed/Printed Authorized Representative and Title

Signature of Authorized Representative

**District of Columbia Department of Employment Services (DC DOES)
Intensive Re-employment Services for Adults
Request for Application – Program Year 2010
ATTACHMENT G**

Applicable District and Federal Statutes and Regulations Acknowledgement

The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et seq.)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85et.seq.
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- Military Selective Service Act of 1973

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- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

Authorized Representative Signature and Title

Date